

## **Food-Based Production Record Slide Show Narrative**

1. To get started, make sure your speakers are on and turned up. Look for the directional arrows on the page. You will use these arrows to navigate forward or backward through the presentation. They could be located at either the top or bottom of the page. Once you are finished viewing a page, you will want to click the forward arrow to advance to the next page. If you need to increase the size of the slide, you can use the zoom function to magnify the image. If you do not have speakers, you have the option to print a hard copy of the written narration for this presentation.

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2. Welcome to the Indiana Department of Education's training on using the State Agency food-based production record form for a School Meals Initiative review.

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3. This is the State Agency's Food-Based Production Record Form to be completed for a School Meals Initiative or SMI Review. We ask that you complete this form for the one week of menus for which the State Agency will conduct a nutrient analysis.

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4. In this training we will discuss why production records are required and useful. Then we will complete a sample using the State Agency's production record form.

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5. Food production records provide a record that the meal requirements were met for reimbursable meals. These records help ensure that all the menu items are served in the correct serving size and that enough food was prepared. The State Agency uses the information you include on your production record to conduct the nutrient analysis during a SMI Review. This food-based production record form has been posted on the School Nutrition Program's website at the following address, [www.doe.in.gov/food/schoolnutrition](http://www.doe.in.gov/food/schoolnutrition), under

the SMI Review section. Production records are required by the USDA for the National School Lunch Program and School Breakfast Program. While you are required to use production records, you are not required to use the State Agency form. We only ask that you complete the State Agency form for the one week you are scheduled for a SMI review.

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6. Food production records are a planning tool for the food prepared daily in your cafeteria. The records provide documentation of the number of portions planned, prepared, and served of each menu item. Production records also aid in forecasting quantities of food for future menus.

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7. While there is no standard format for a food production record, there are certain items that need to be included on the State Agency production record.

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8. The following production record exercise will show how to complete the State Agency production record with column by column instructions.

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9. This is the menu we will be using in this training exercise to complete the production record. You may find it helpful to print this slide as a reference, but it is not required. To print this slide, select your print option and print the current slide only—do not select all the slides or you will be printing almost 40 slides.

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10. For this next example, you may find it helpful to also print this slide as a reference, but it is not required.

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11. For this training exercise we will use the Traditional Meal Pattern.

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12. The production record will be completed for Leadership Academy, a small Jr./Sr. High School with students in grades 7 through 12. They use the Traditional Food-Based Meal Pattern for menu planning. They follow the Grades 4-12 column on the meal pattern chart. This school utilizes Offer vs. Serve.

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13. Leadership Academy will fill in their name and meal date at the top of the production record. Then they check the meal pattern followed, the grade group used for menu planning, and Offer vs. Serve.

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14. With that information completed, the production record will look like this example.

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15. This is the menu for the production record exercise.

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16. Menu items are listed under the appropriate component heading in column A. Some items will meet more than one component and should be listed under each component heading. For instance, a hamburger on a bun will be listed under Meat/Meat Alternate and under Grains/Breads. Be sure to list all items including milk, desserts, and condiments. Note the recipe number if you are using a recipe or note if the product has a CN Label.

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17. After completing column A, the production record should look similar to this example.

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18. Fill in column B on the production record with the grade group followed on the meal pattern. This is important. It helps determine the serving size in column C. In our example, we are using the Traditional Meal Pattern -- grades 4-12. Remember that serving sizes can be larger than the minimum quantities listed

on the meal pattern. If more than one grade group is followed on the meal pattern, list those grade groups in column B.

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19. After completing column B, the production record should look like this example.

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20. Next, list the serving size of each menu or food item in column C.

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21. These are the serving sizes that Leadership Academy is providing for each menu or food item.

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22. When applicable, fill in column D with the Form, Pack Size, and Pack Medium. This information will assist the State Agency in completing the nutrient analysis for the SMI Review. Examples of Form include: fresh, canned, frozen, raw, or cooked. Examples of Pack Size include the size of a can or weight of a bag. Examples of Pack Medium include “canned in light syrup” or “canned in juice.”

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23. After completing column D, the production record should look similar to this example.

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24. Column E is used to fill in the Servings per Purchase Unit. This information can be used as a quick reference to assist in planning the amount of food to prepare. This information can be determined from: the Food Buying Guide, product packaging, or from the manufacturer’s information included on the product specification or nutrition information sheet. An example would be a case of frozen hamburger patties containing 90 patties per case.

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25. With column E completed, the production record should look similar to this example.

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26. Complete column F by writing down the total number of servings planned. This column is completed before the meal is prepared.

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27. Leadership Academy has completed column F with the total number of servings planned.

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28. Next, complete column G with the total number of servings actually prepared.

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29. This slide shows column G completed. Column F and column G will usually be the same.

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30. Now, fill in column H with the number of servings leftover. Leftovers should be tracked in the event the leftovers are utilized in future meals, and the information is a good indicator of how well menu items are received by the students.

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31. Leadership Academy completed column H after the lunch was served.

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32. For column I, subtract the number of servings leftover from the number of servings prepared for each menu item.

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33. This slide shows column I completed.

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34. Next, fill in column J with the number of purchase units (pounds, cans, bags, boxes, cases, etc.) used to prepare the amount of food in column G. This demonstrates to the State field specialist that enough food was prepared for the number of meals served. This information is also helpful in forecasting quantities of food for future menus.

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35. After completing column J, Leadership Academy's production record should look similar to this example.

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36. Now the number of meals served should be completed at the top of the form. Leadership Academy served 230 reimbursable student meals and 10 adult meals.

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37. Now the production record is complete.

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38. We hope this training exercise has been helpful. Should you have any questions or concerns, please contact Suzette Hartmann at 317-232-0868, toll free at 800-537-1142 (ext. 20868), or send an email to Suzette at [shartman@doe.in.gov](mailto:shartman@doe.in.gov). Thank you for participating in this training. You may now exit the slide show.